# **How to Plan a Baby Shower**

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| 2 Months Before the Shower |  |  |
| 1. **Choose the Date** | Determine the time and date for your celebration. You can choose to have the party after the baby arrives or well before you're due. The typical baby shower is held when a mother is around 7 or 8 months pregnant. |  |
| 1. **Set a Budget** | You'll need to spend money on items such as food for your guests, decorations, and even a potential venue if you can't host it in your house. It's essential to determine your budget and how much you want to invest in each part of your party. This number will also determine how many people you can potentially invite to your baby shower, especially if you're paying for a caterer. |  |
| 1. **Create a Guest List** | How many people do you want to invite to your party? Who will you invite? |  |
| 1. **Create A Baby Registry** | You can either make one directly through the website or go in-store and use a scanner to add items to your list manually. |  |
| 1.5 Months Before the Shower |  |  |
| 1. **Send Out The Invites** | Guests need to receive invitations about a month and a half prior to the event. This allows your guests to make arrangements with babysitters and have time to shop for gifts. You can choose either a paper or an e-mail invitation, depending on how formal your event will be and how much money you want to spend. Put an RSVP due date on your invitations to have a more accurate number of guests. |  |
| 1 Month Before the Shower |  |  |
| 1. **Follow Up On RSVPS** | When your guests RSVP then update the guest list. Contact those who haven't RSVPed to see if they will be attending or not. |  |
| 1. **Create a Baby Shower Timeline** | Like any planned event, it helps to create a timeline of your baby shower, so you know what to include and expect during your party. Most baby showers include drinking, eating, gift opening, and games. You'll want to organize the activities so that everyone has enough time to socialize and chat before jumping into entertainment. |  |
| 1. **Choose Your Food & Beverages** | Decide what you will be serving. Plan your menu and where you will order everything from if you are outsourcing. |  |
| **3 Weeks Before** |  |  |
| 1. **Purchase Your Supplies** | Buy   * food and drinks * decorations * game supplies including prizes * decorations such as confetti, balloons, flowers, and greenery * baby shower favors   Some of the things cannot be purchased ahead of time. Make a list of the things that you will need to purchase closer to the time so that you don’t forget. |  |
| 1. **Assign "Day-Of" Duties** | There are a few essential roles that need to be assigned on the day of the party.   * There should be one person to ensure that all gifts are written down. The person appointed to this task should include the person's name and what their present was. This small detail will help immensely when you need to write your Thank You Cards. * One additional person should be asked to take photographs during the event. This could include moments during the baby shower games or while you're opening presents. Pictures are a great way to remember this special event. |  |
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